



EMPLOYMENT OPPORTUNITY PUBLIC WORKS DIRECTOR

Opening Date: August 16, 2022
Closing Date: September 1, 2022
Salary: \$25-\$32 per hour DOE

DEFINITION:

Under the direction of the mayor, performs highly responsible professional work in organizing, coordinating and supervising all activities of the Kamas City public works facilities, programs and utilities to ensure efficient and effective operations. Monitors, directs, supervises and performs a variety of administrative tasks relative to public works and utility operations.

DUTIES:

- Provide vision and direction in the daily maintenance operations and activities for public works operations, including water, sewer, streets, parks, buildings, grounds, equipment and vehicle maintenance.
- Determine work and project priorities and delegate assignments to public works personnel. Supervise and schedule maintenance services by identifying resources needed to perform tasks. Reviews the needs and services with appropriate staff and allocate resources accordingly.
- Plan, prioritize, assign, supervise and review the completion of public works projects and improvements. Meet with vendors, engineers and contractors to organize and oversee capital improvement projects.
- Develop long range planning of public works programs and projects; Evaluating future needs and direction of the city infrastructure by prioritizing projects related to storm water, curb & gutter, sidewalks, streets, street lighting, parks, green space, signage, bike lanes, water and sewer lines.
- Monitor department safety practices and procedures and evaluate training needs to assure compliance with OSHA, UOSHA, and City safety regulations. Encourage safe practices and workplace culture.
- Oversee the operation of the water and wastewater systems to ensure compliance with all Federal, State and local water quality standards and waste water practices.
- Manages and coordinates the development and implementation of the operation and capital improvements budgets for the public works departments. Submits budget recommendations, and monitors and controls budget expenditures.
- Promotes public relations and customer service duties; Listen to and respond to citizen complaints and make field visits to verify issues and assess situations that may cause liability issues for the City. Propose resolutions to complaints consistent with City policy, processes and procedures to serve City residents, businesses, visitors and tourists.
- Assist in the preparation of grants and contracts, requests for proposals, and reports as needed for the public works departments and at the request of the mayor.
- Communicate with the Mayor and City Council to update projects and determine priorities and use of city resources. Attend City Council meetings when necessary to

- provide technical information related to public works issues. Network with other agencies (County, special service districts, UDOT) to coordinate projects and priorities.
- Plans and develops emergency operational plans for the public works department.
 - Perform related duties as required.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent is required.
- Two (2) years supervisory experience.
- Within eighteen (18) months must obtain both Grade II water distribution and Grade II wastewater collection certification, higher levels are preferred.
- Current Class B Commercial Utah Driver's license or ability to obtain within six (6) months of hire.

KNOWLEDGE AND ABILITIES:

- Knowledge of current codes, regulations, standards and safety practices involved in public works activities including OSHA, EPA and various environmental quality laws.
- Knowledge of materials, methods, terminology, machinery, equipment and tools used in the maintenance, repair, and operation of public works including water and sewer utilities.
- Basic knowledge of the principles of supervision, training, and performance evaluation.
- Basic principles and practices of municipal budget preparation and administration.
- Office procedures, methods, and equipment including computers and applicable software applications such as email, word processing, spreadsheets, and databases.
- Ability to be a team player, show and encourage a positive work attitude.
- Ability to demonstrate tact and diplomacy when dealing with the public and other government agencies or entities.
- Ability to communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to follow City purchasing policy and methods to solicit professional services.
- Ability to manage and maintain contracts with vendors and service providers.

WORKING CONDITIONS:

- Physical Demands: Frequent heavy lifting; frequent bending, kneeling, stooping and standing
- Work Environment: Job entails regular exposure to cold, heat, dust, fumes, and noise; constant exposure to deadlines; great pressure and fatigue during an average workday; frequent evening and/or weekend work is required; requires 24 hour on-call status for emergency situations; required to be on call on a rotating basis, staying within a reasonable response time; long hours operating heavy equipment.